

JK

765

A5

1921



Class JK765

Book A5

1921

U. S. BUREAU OF EFFICIENCY

CLASSIFICATION SCHEDULE

PRESCRIBED UNDER THE
PROVISIONS OF SECTION 2
OF EXECUTIVE ORDER No.
3567, DATED OCTOBER 24,

1921



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U. S. BUREAU OF EFFICIENCY,
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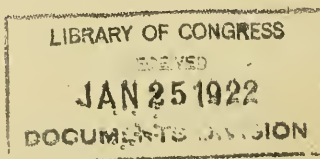
WASHINGTON
GOVERNMENT PRINTING OFFICE
1921

JH. 765
A5
1921

SALARY STANDARDS.

Grade. ¹	Salary rates.						
	<i>a</i> (mini- mum.)	<i>b</i>	<i>c</i>	<i>d</i> (stand- ard.)	<i>e</i>	<i>f</i>	<i>g</i> (maxi- mum.)
II	\$540	\$570	\$600	\$630	\$660	\$690	\$720
III	720	780	840	900	960	1,020	1,080
IV	900	960	1,020	1,080	1,140	1,200	1,260
V	1,140	1,200	1,260	1,320	1,380	1,440	1,500
VI	1,320	1,380	1,440	1,500	1,560	1,620	1,680
VII	1,500	1,560	1,620	1,680	1,740	1,800	1,860
VIII	1,680	1,740	1,800	1,860	1,920	1,980	2,040
IX	1,860	1,920	2,000	2,100	2,200	2,300	2,400
X	2,100	2,200	2,300	2,400	2,500	2,600	2,700
XI	2,400	2,500	2,600	2,700	2,800	2,900	3,000
XII	2,700	2,800	2,900	3,000	3,100	3,200	3,300
XIII	3,000	3,100	3,200	3,300	3,400	3,500	3,600
XIV	3,300	3,400	3,500	3,600	3,700	3,800	3,900
XV	3,600	3,750	3,900	4,050	4,200	4,350	4,500
XVI	4,500	4,700	4,900	5,100	5,300	5,500	5,700
XVII	5,700	6,000	6,300	6,600	6,900	7,200	7,500
XVIII	7,500						

¹ Grade one is reserved for charwomen and other part-time employees to whom the rating system will not be applicable.



CLASSIFICATION SCHEDULE.

[Cross references between grades and paragraphs in the schedule are indicated by using Roman numerals for grade numbers and Arabic figures for paragraph numbers, e. g., "XIV-2" following a paragraph means "see also Grade XIV, paragraph 2."]

Grade I.

1. Light janitorial work (charwomen). (III-1; IV-2.)

Grade II.

1. Running errands within an office and doing light tasks with little responsibility (messenger boys). (IV-1.)
2. Checking parcels.

Grade III.

1. Supervising a small group of persons doing light janitorial work (I; IV-2.)
2. Handling heavy objects, such as desks, mail sacks, etc., and doing other work usually required of unskilled laborers. (V-1; VII-1.)
3. Operating elevators.

Grade IV.

1. Running errands and doing light manual tasks with some responsibility; carrying important documents from one office to another; attending the door and private office of bureau chiefs, department heads, etc. (II-1.)
2. Supervising a large group of persons doing light janitorial work. (I; III-1.)
3. Packing goods for shipment.
4. Operating passenger or freight automobiles.
5. Operating paper-cutting machines, envelope-opening and envelope-sealing machines.
6. Under supervision, firing and keeping up steam in boilers used for heating purposes in office buildings, cleaning boilers, and oiling machinery and related apparatus. (V-2; VI-1; VIII-2.)
7. Performing, under immediate supervision, without former training or experience, miscellaneous beginners' work in an engraving establishment, such as making mechanical rulings, using character dies, cutting the simplest line work, caring for instruments and tools, and practicing simple line work. (V-25; VII-28; IX-21; XI-14.)
8. Guarding office and storage buildings.
9. Cleaning and caring for laboratory glassware and apparatus.

Grade V.

1. Supervising a small force of unskilled laborers. (III-2; VII-1.)
2. Firing and keeping up steam in heating apparatus and operating the boilers and other equipment used for heating purposes. (IV-6; VI-1; VIII-2.)
3. Typing from plain copy nontechnical material, with little or no tabular matter. (VI-8; VII-6.7.)
4. Preparing stencils for addressing machine (Belknap).
5. Operating addressing machines (addressograph, Belknap, Elliott, etc.), canceling machines, duplicating machines (mimeograph, etc.). (VI-4.)
6. Operating listing adding machines (Burroughs, Dalton, Sunstrand, etc.) (VI-3; VII-3.)
7. Punching cards for tabulating machines (Hollerith, Powers, Peirce, etc.).
8. Embossing names, addresses, and other information on metal plates for use in addressing machines (graphotype).
9. Operating telephone switchboard.
10. Operating punch-card sorting machines (Hollerith, Powers, etc.).
11. Entering in registers, cash books, or journals from verified original documents, without classification or distribution, or with distribution in columns according to classification indicated on original documents. (Longhand as distinguished from machine work.) (VI-11; VII-9; VIII-5; IX-3; X-2; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
12. Sorting and counting valuable paper, stamps, currency, coin, coupons, and so forth, under supervision. (IX-7.)
13. Verifying shipping lists of currency, securities, and so forth.
14. Sorting papers numerically or alphabetically.
15. Indexing papers by names; filing by names or numbers. (VI-12; VII-16; VIII-10; X-7.)
16. Filing punch cards where the work requires merely the ability to read the cards.
17. Searching indexes (numeric or alphabetic). (VI-13.)
18. Reading and classifying mail for distribution where the classification is by large office divisions. (VII-17; VIII-11; X-8.)
19. Performing routine elementary library work under direct supervision, such as the following: Assisting in cataloguing; sorting and recording periodical material; keeping routine library records, including circulation, accession, and bindery records; serving the public at circulation desks. (VI-24; VII-30; VIII-23; IX-23; X-22; XI-6.)
20. Comparing printed or typewritten matter with copy and indicating discrepancies. (VIII-12; X-9; XII-4; XIV-1.)
21. Hand copying from simple text; addressing envelopes. (VI-19.)

Grade V—Continued.

22. Filling acknowledgment and similar forms. (VI-20.)
23. Verifying bills, checks, notices, statements, letters, and so forth, with records from which prepared.
24. Proof reading and correcting errors in embossed plates and stencils.
25. After some experience and training, performing under close supervision work of a primary character in an engraving establishment, such as making mechanical rulings, using character dies, doing simple engraving, and learning the trade by practicing simple line work and lettering. (IV-7; VII-28; IX-21; XI-14.)
26. Assisting in routine laboratory work; preparing media; mixing simple solutions; preparing specimens. (VII-29.)
27. Performing general semimechanical new or repair work, requiring some skill with hand tools. (VI-2; VIII-1.)

Grade VI.

1. Supervising the operation and maintenance of a small heating plant and its auxiliary equipment. (IV-6; V-2; VIII-2.)
2. Performing the work of skilled trades, such as work of carpenters, steam fitters, plumbers, electricians, stationary engineers, bricklayers, and other skilled tradesmen. (V-27; VIII-1.)
3. Operating nonlisting machines, principally addition only (Comptometer, Burroughs Calculator, and so forth). (V-6; VII-3.)
4. Operating automatic-feed addressographs. (V-5.)
5. Operating tabulating machines (Hollerith, Powers, and so forth).
6. Setting type for the multigraph.
7. Operating bookkeeping machines for register, journal, or billing work (Underwood, Remington-Wahl, Elliott-Fisher, and so forth). (VII-5.)
8. Typing from plain copy in which technical or unusual words, expressions, and phrases occur frequently: typing involved tabular matter where operator is responsible for arrangement. (V-3; VII-6, 7.)
9. Preparing stencils for mimeograph.
10. Performing ordinary stenographic work, such as taking in shorthand and transcribing routine nontechnical dictation. (VII-8; VIII-3, 4; IX-1, 2; X-1.)
11. Entering in registers, cashbooks, or journals, from verified original documents, with distribution in columns or otherwise according to a classification made by the entry clerk himself (long-hand as distinguished from machine work). (V-11; VII-9; VIII-5; IX-3; X-2; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
12. Indexing papers by names and indicating subject matter. (V-15; VII-16; VIII-10; X-7.)

Grade VI—Continued.

13. Searching subject files for specific information. (V-17.)
14. Reviewing circulars, letters, and reports for errors in grammar, punctuation, and spelling. (VIII-13.)
15. Selecting and transcribing figures from reports, publications, and documents to tabulation sheets. (VI-16.)
16. Making simple statistical tabulations that require no knowledge of the subject matter, but merely the following of simple instructions. (VI-15; VII-18; VIII-14; IX-8; XV-6.)
17. Coding schedules, questionnaires, reports, or other documents for use in punching tabulation cards.
18. Simple drafting, including tracing, simple lettering, etc. (VII-19; VIII-15; IX-18a, 18b; XI-15a.)
19. Hand copying of tabular matter. (V-21.)
20. Selecting correspondence forms and filling in appropriate items. (V-22.)
21. Receiving and issuing supplies and stores. (VIII-19.)
22. Keeping time records of personnel and preparing pay rolls. (VIII-20; IX-13.)
23. Receiving and treating emergency cases of illness and accident in departmental relief rooms (first aid).
24. Performing library work of an intermediate grade, under supervision, such as the following: Reference work; cataloguing, shelf listing, and accessioning; checking book catalogues and bibliographical lists. (V-19; VII-30; VIII-23; IX-23; X-22; XI-6.)

Grade VII.

1. Supervising a large force of unskilled laborers. (III-2; V-1.)
2. Repairing office appliances.
3. Operating computing and calculating machines, involving addition, subtraction, multiplication, and division, or any two or three of these processes (comptometer, Burroughs calculator, Monroe, Millionaire, Marchant, etc.) (V-6; VI-3.)
4. Operating telegraph.
5. Operating bookkeeping machines for ledger and statement work (Underwood, Remington-Wahl, Burroughs, Elliott-Fisher, etc.) (VI-7.)
6. Transcribing from dictating machines. (V-3; VI-8; VII-7.)
7. Having direct supervision over a group of typists. (V-3; VI-8; VII-6.)

Grade VII—Continued.

8. Performing stenographic work of more than average difficulty, such as taking in shorthand and transcribing routine dictation in which technical words, expressions, and phrases occur frequently, or taking in shorthand and transcribing dictation with constant variation of subject matter (not routine), but containing few technical words, expressions, and phrases. (VI-10; VIII-3, 4; IX-1, 2; X-1.)
9. Posting detail ledgers from registers, cashbooks, or journals, or from separate posting media, locating errors in such ledgers and taking trial balances thereof (longhand as distinguished from machine work). (V-11; VI-11; VIII-5; IX-3; X-2; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
10. Under direct supervision, analyzing personal income-tax returns not involving a field audit for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (VIII-6, 7, 8; IX-5, 6; XI-16; XV-3.)
11. Making routine examination of fiscal officers' accounts where only a limited knowledge of regulations, comptroller's decisions, and minor points of law is required. (VII-12, 13; VIII-9; IX-4; X-4, 5; XI-1, 2, 3; XII-3; XIII-2.)
12. Examining and settling property returns and accounts, including passing upon the validity of papers filed as vouchers to property accounts. (VII-11.)
13. Auditing passenger transportation claims and bills not involving land grants, and express claims and bills. (VII-11.)
14. Receiving cash or cash items under general supervision, and keeping primary accounts thereof. (IX-22; XI-4; XIII-3; XV-8.)
15. Performing routine clerical work in connection with receiving, sorting, storing, issuing, and shipping currency, bonds, securities, and valuable stamped paper; and keeping records of receipts, withdrawals, and balances thereof. (X-6; XI-5.)
16. Indexing or marking papers for filing by subjects according to a simple system. (V-15; VI-12; VIII-10; X-7.)
17. Reading and classifying mail embracing a wide variety of subjects, which must be routed to many groups of employees, or where the work and organization of the office is involved and overlapping of functions between divisions is frequent. (V-18; VIII-11; X-8.)
18. Examining simple statistical reports or schedules to determine their accuracy and completeness and preparing them for tabulation. (VI-15, 16; VIII-14; IX-8; XV-6.)
19. Planning, arranging, and engrossing lettering, flourishes, and other characters upon official documents. (VI-18; VIII-15; IX-18a, 18b; XI-15a.)
20. Preparing correspondence in cases which require little special knowledge and in which the facts are clear and the action to be taken is obvious. (VIII-18; IX-9; X-11; XI-7.)

Grade VII—Continued.

21. Reviewing requisitions for supplies, where the work requires the exercise of little discretion. (VIII-16.)
22. Briefing or digesting simple cases for action by administrative officers. (VIII-17; X-10.)
23. Performing clerical work in connection with the proceedings of cases instituted before a court, board, or other similar body; such as keeping dockets of hearings, petitions, appeals, and so forth. (IX-11; XI-8.)
24. Performing clerical work in connection with personnel administration, involving the application of civil service and departmental rules and regulations. (IX-14; X-15; XI-9; XIII-5.)
25. Rating, initially or upon review, civil service examinations, not including scientific, technical, or professional tests, assisting in the preparation of such examinations, and in conducting written or practical examinations. (VIII-21; IX-15; X-14.)
26. Translating work involving a knowledge of but one foreign language. (VIII-22; IX-17; X-17, 18, 19.)
27. Performing the work of secretarial clerk to the head of a minor branch of the service. (IX-19; XI-12; XIII-6.)
28. Under supervision, engraving topographic maps or nautical charts on copper plates, where the design is not intricate and where the detail is not great. (IV-7; V-25; IX-21; XI-14.)
29. Performing assigned routine laboratory work which requires some professional training or its equivalent; making simple analyses, organic preparations, or standard solutions; cultivating fungi; making isolations; assisting in plant breeding experiments. (V-26.)
30. Under supervision, doing specialized library work with children, public school students, or the blind. (V-19; VI-24; VIII-23; IX-23; X-22; XI-6.)

Grade VIII.

1. Performing the work of foreman of skilled mechanics. (V-27; VI-2.)
2. Supervising the operation and maintenance of a large heating, lighting, and power plant and all auxiliary mechanical and electrical devices and equipment in connection therewith. (IV-6; V-2; VI-1.)
3. Performing stenographic work of high grade, such as taking in shorthand and transcribing dictation in which technical words, expressions, and phrases occur frequently, with constant variation of subject matter. (VI-10; VII-8; VIII-4; IX-1, 2; X-1.)
4. Having direct supervision over a group of stenographers and typists. (VIII-3.)

Grade VIII—Continued.

5. Under a simple accounting system, journalizing routine transactions (or posting them directly to a ledger) where the bookkeeper must use judgment as to the accounts affected; posting of general ledger, locating errors therein, and taking trial balance thereof. (Longhand as distinguished from machine work.) (V-11; VI-11; VII-9; IX-3; X-2; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
6. Under direct supervision analyzing partnership income-tax returns not involving a field audit in order to determine the net profits of the partnership for the purposes of the Federal income-tax laws. (VII-10; VIII-7, 8; IX-5, 6; XI-16; XV-3.)
7. Under direct supervision, reviewing personal income-tax returns which have been given a field audit, for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (VIII-6, 8.)
8. Under direct supervision, reviewing partnership income and profits tax returns which have been given a field audit, in order to determine the net profits of the partnership for the purposes of the Federal income-tax laws. (VIII-6, 7.)
9. Auditing freight claims and bills not involving land grants. (VII-11, 12, 13; IX-4; X-4, 5; XI-1, 2, 3; XII-3; XIII-2.)
10. Indexing or marking papers for filing by subjects according to a system of moderate complexity. (V-15; VI-12; VII-16; X-7.)
11. Under general direction, being responsible for opening, reading, routing, dispatching, classifying, indexing, and filing mail in a small Government organization where the responsibility for such functions is vested in one position, and supervising the work of assistants when required. (V-18; VII-17; X-8.)
12. Editing manuscripts for form and marking them for the printer, indicating style of type, headings, etc.; reading and revising galley and page proof; preparing title-pages, tables of contents, indexes, etc. (V-20; X-9; XII-4; XIV-1.)
13. Reviewing letters, telegrams, reports, etc., composed by correspondence clerks and others; criticizing such material as to general appearance, style, diction, and grammatical construction to see that it conveys the correct information in as concise form as possible. (VI-14.)
14. Preparing, under general supervision, statistical tables, and computations following a definite plan laid out, involving the use of adding, computing, and tabulating machines, and the supervision of a small group of employees performing a single process or group of simple related processes. (VI-15, 16; VII-18; IX-8; XV-6.)
15. Plotting from field notes, map making, preparing topographic maps, simple mechanical and architectural drafting. (VI-18; VII-19; IX-18a, 18b; XI-15a.)

Grade VIII—Continued.

16. Reviewing requisitions for supplies, when the work requires the exercise of considerable discretion. (VII-21.)
17. Briefing or digesting cases of moderate complexity for action by administrative officers. (VII-22; X-10.)
18. Composing and dictating correspondence, reports, and memoranda, involving an understanding of office procedure and policy. (VII-20; IX-9; X-11; XI-7.)
19. Supervising or administering a large storeroom or warehouse. (VI-21.)
20. Having direct supervision over the work of a group of clerks engaged on time records and the preparation of pay rolls. (VI-22; IX-13.)
21. Rating the subjects of education, training, and experience in non-assembled civil-service examinations; having responsibility for a primary subdivision of examining work, not involving technical, scientific, or professional tests. (VII-25; IX-15; X-14.)
22. Making simple translations from or into two or three of the less difficult foreign languages. (VII-26; IX-17; X-17, 18, 19.)
23. Performing general or specialized library work of professional grade, under supervision, such as the following: Reference, bibliographical, and other work; classifying and cataloguing books, periodicals, prints, documents, and so forth; having the care of a minor library collection in a Government department or bureau not requiring advanced specialization in subject matter. (V-19; VI-24; VII-30; IX-23; X-22; XI-6.)

Grade IX.

1. Making stenographic reports of the proceedings of meetings, conferences, hearings, or similar gatherings, where the proceedings are more or less informal. (VI-10; VII-8; VIII-3, 4; X-1.)
2. Having general supervision over a large stenographic section. (IX-1.)
3. Analyzing and journalizing for cost-accounting purposes pay rolls or time records, and requisitions or other records of property issued. (V-11; VI-11; VII-9; VIII-5; X-2; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
4. Making examinations of fiscal officers' accounts where a thorough knowledge of regulations, comptroller's decisions, and minor points of law are involved. (VII-11, 12, 13; VIII-9; X-4, 5; XI-1, 2, 3; XII-3; XIII-2.)
5. Under direct supervision analyzing corporation income and profits tax returns not involving a field audit, for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (VII-10; VIII-6, 7, 8; IX-6; XI-16; XV-3.)

Grade IX—Continued.

6. Under direct supervision reviewing income and profits tax returns, which have been given a field audit, for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (IX-5.)
7. Having general supervision over a group of counters of money and securities and directing distribution of the work. (V-12.)
8. Under direct supervision performing statistical clerical work demanding a thorough clerical knowledge of difficult or complicated subject matter and the exercise of mature statistical judgment, or supervising a small statistical clerical organization, being responsible for the output, flow of work, and so forth. (VI-15, 16; VII-18; VIII-14; XV-6.)
9. Conducting correspondence in cases of moderate complexity requiring considerable special knowledge, in which the determination of the facts and the action to be taken involves the exercise of judgment and discretion. (VII-20; VIII-18; X-11; XI-7.)
10. Having general supervision over a group of employees engaged in miscellaneous clerical work of a simple kind.
11. Performing responsible clerical work in connection with the proceedings of cases instituted before a court, board or other similar body, such as acknowledging, classifying, and docketing appeals, petitions, and other documents and referring them to an adjudicating organization. (VII-23; XI-8.)
12. Passing upon claims or other matters, disposition of which involves the exercise of knowledge of particular laws, regulations, and office procedure, but not a general legal knowledge; conducting correspondence arising in connection therewith. (IX-18d.)
13. Having general supervision over a central time record and pay-roll organization, involving the management of a large group engaged on time records and pay rolls. (VI-22; VIII-20.)
14. Performing work involving supervisory responsibility or the exercise of independent judgment and discretion in connection with the personnel administration of a Government organization or bureau; administering and applying, or assisting in the administration and application of, the civil-service laws and rules. (VII-24; X-15; XI-9; XIII-5.)
15. Preparing and rating or supervising the rating of civil-service examinations involving scientific, technical, and professional tests. (VII-25; VIII-21; X-14.)
16. Performing difficult and specialized work involved in the making of purchases of varied materials, supplies, or equipment; compiling estimates of requirements for materials, supplies, or equipment and soliciting bids and quotations. (XI-10; XV-5.)
17. Making translations from or into four or more of the less difficult languages, such as French, Italian, Spanish, Portuguese, German, Dutch, Danish, Swedish, or Norwegian, or a smaller number of Slavic or oriental languages. (VII-26; VIII-22; X-17, 18, 19.)

Grade IX—Continued.

18. Performing under direct supervision simple and elementary professional, scientific, or technical work of a character requiring training but limited experience.

Examples:

- (a) Making scale and full-sized detail and other working architectural, mechanical, or engineering drawings. (VI-18; VII-19; VIII-15; IX-18b; XI-15a.)
 - (b) Making pen-and-ink and water-color drawings of plant and animal life, minerals, and biological and pathological subjects for illustrations in scientific articles. (IX-18a.)
 - (c) Assisting in the more responsible treatment and care of, or the examination of, or the investigation of conditions affecting patients in a hospital or other Government institution, supervising the work of nurses or other trained assistants.
 - (d) Performing minor legal work as assigned, such as searching, interpreting, and applying laws, court decisions, or other legal authorities in the preparation of drafts of opinions and briefs and compiling data and references for use in trials. (IX-12; XI-15d; XIII-4b; XV-4; XVI-2; XVII-1.)
19. Performing the work of a secretarial clerk to the head of a major branch of the service. (VII-27; XI-12; XIII-6.)
20. Under direct supervision, constructing from drawings and specifications geodetic, astronomical, nautical, and high-class surveying instruments and apparatus, and repairing and overhauling such instruments and apparatus. (X-21; XII-5; XIV-2.)
21. Under supervision, engraving on copper plates, topographic maps, or nautical charts, or other similar work where the design is intricate and the detail is minute, lettering and similar work, repairing defective and worn plates, changing and making additions to existing plates, and instructing beginners in the trade. (IV-7; V-25; VII-28; XI-14.)
22. Directing and having independent responsibility for the receiving and paying of money in a small bureau or establishment where the disbursements relate almost exclusively to salaries and travel. (VII-14; XI-4; XIII-3; XV-8.)
23. Being responsible for library service in a Government establishment carrying on investigations of importance in the natural and economic sciences; directing the circulation department, children's work or training class of a public library. (V-19; VI-24; VII-30; VIII-23; X-22; XI-6.)

Grade X.

1. Making verbatim reports of the proceedings of formal conferences and meetings. (VI-10; VII-8; VIII-3, 4; IX-1, 2.)
2. Under a complex accounting system, journalizing transactions (or posting them directly to a ledger) when the bookkeeper must use judgment as to the accounts affected, posting of general ledger, locating errors therein, taking trial balance thereof, and preparing periodical and special financial statements, such as balance sheets and operation statements. (V-11; VI-11; VII-9; VIII-5; IX-3; XII-1, 2; XIII-1; XV-1, 2; XVI-1.)
3. Assisting in the designing and installing of accounting systems of a complex nature requiring a knowledge of accounting theory and practice. (X-2.)
4. Auditing transportation claims and bills, verifying transportation rates and charges involving allowances, divisions, or land grants, and handling correspondence in connection therewith. (VII-11, 12, 13; VIII-9; IX-4; X-5; XI-1, 2, 3; XII-3; XIII-2.)
5. Supervising the work of auditing and settling claims and accounts in a section of an auditor's office or performing the more difficult work of the section. (X-4.)
6. Having direct charge of a large stock vault or a group of vaults and supervising a group of clerks receiving, storing, safeguarding, issuing, and shipping securities, keeping records and indexes thereof, taking inventories, and making reports as required, where the transactions are numerous, and conducting correspondence relating to the work. (VII-15; XI-5.)
7. Indexing or marking papers for filing according to a complex subject system embracing a great variety of subjects. (V-15; VI-12; VII-16; VIII-10.)
8. Having responsible supervision over a large mail and file division where the subject matter of the correspondence is of a varied nature, and devising methods for the expeditious conduct of the work. (V-18; VII-17; VIII-11.)
9. Editing and revising material for public distribution, advising with authors as to arrangement of materials, and laying out copy for printer's guidance. Preparing summaries of reports for the press. (V-20; VIII-12; XII-4; XIV-1.)
10. Briefing and digesting cases of exceptional complexity for action by administrative officers. (VII-22; VIII-17.)
11. Conducting correspondence in complex cases requiring much special knowledge, and in which the determination of the facts and the action to be taken requires independent judgment and discretion. (VII-20; VIII-18; IX-9; XI-7.)
12. Supervising the work of a large group engaged in the distribution of publications, devising methods of facilitating and expediting the work, and making necessary reports and conducting correspondence. (X-13.)

Grade X—Continued.

13. Passing upon requisitions for printing and binding, and supervising the distribution or sale of publications, including maps, charts, and departmental forms and blanks, in a department or large bureau. (X-12.)
14. Supervising and directing the work of civil-service examiners in the preparation and rating of examinations, conducting important investigations, and conferring with the public and departmental officers. (VII-25; VIII-21; IX-15.)
15. Having general supervision over the personnel office of a small Government organization. (VII-24; IX-14; XI-9; XIII-5.)
16. Preparing instructions for the medical examination of claimants for pensions, designating the resident surgeons who shall make such examinations, examining the certificates of these examinations, and conducting the correspondence required to complete or correct them. (XI-15b.)
17. Translating from or into three or more of the Romance or Teutonic languages, and two of the more difficult or unusual languages. (VII-26; VIII-22; IX-17; X-18, 19.)
18. Translating the most difficult or highly technical documents. (X-17, 19.)
19. Supervising and reviewing the work of a number of employees engaged in translating. (X-17, 18.)
20. Being responsible for the maintenance and operation of a large public building, directing supervisory and office assistants, mechanics, watchmen, elevator conductors, laborers, janitors, messengers, and other employees in the maintenance and operation of the building, preparing estimates for minor improvements, additions, and repairs. (XI-11.)
21. Under direction, constructing and repairing instruments of precision in accordance with plans, drawings, and specifications requiring a knowledge of the theory and methods governing the use of such instruments. (IX-20; XII-5; XIV-2.)
22. Performing under specific direction responsible library work requiring advanced library technique, specialization in some field of knowledge or supervisory ability, such as the following: Doing expert bibliographical or reference work; revising the cataloguing and classification of books or cataloguing books and other material of the most difficult character. (V-19; VI-24; VII-30; VIII-23; IX-23; XI-6.)

Grade XI.

1. Supervising and laying out the work of a group dealing with tariff rate questions and investigations; performing highly specialized and technical tariff and rate research work in determining the legal net transportation rates. (VII-11, 12, 13; VIII-9; IX-4; X-4, 5; XI-2, 3; XII-3; XIII-2.)

Grade XI—Continued.

2. Making settlements with carriers on the basis of commercial rates less the proper land grant deductions and in accordance with accounting laws. (XI-1, 3.)
3. Revising disbursing officers' accounts involving payments for freight transportation. (XI-1, 2.)
4. Directing and having independent responsibility for the receiving and paying of money in a small bureau or establishment where the disbursements are somewhat varied. (VII-14; IX-22; XIII-3; XV-8.)
5. Having direct charge of a large vault or group of vaults containing large quantities of securities, and supervising a group of clerks receiving, storing, safeguarding, issuing, and shipping securities held in trust by the United States, making substitutions and exchanges, clipping coupons and accounting therefor, keeping records and indexes thereof, taking inventories and making reports as required where the transactions are numerous, and conducting correspondence relating to the work. (VII-15; X-6.)
6. Performing under general direction highly responsible work requiring the most advanced library technique, authoritative scholarship in some specialized field of knowledge, or administrative ability, such as the following: Being responsible for advanced bibliographical research, cataloguing, or ordering of books where an authoritative knowledge of the literature of the subject and scholarly methods are required. (V-19; VI-24; VII-30; VIII-23; IX-23; X-22.)
7. Supervising and laying out the work of a group of clerks engaged in conducting important or specialized correspondence. (VII-20; VIII-18; IX-9; X-11.)
8. Supervising the work of a group engaged in receiving, acknowledging, classifying, docketing, indexing, filing, examining, and assigning appeals, pleadings, petitions, or other documents used in the proceedings of cases instituted before a Government board, commission, or other body possessing powers of adjudication; conferring with attorneys, plaintiffs, and others, and advising them as to the practice, procedure, and preparation of cases; deciding matters of practice and procedure; and similar duties. (VII-23; IX-11.)
9. Performing the duties of assistant to a personnel officer in a large Government establishment where the personnel work requires a large force. (VII-24; IX-14; X-15; XIII-5.)
10. Having responsibility for the procurement, receipt, storage, issue, and maintenance of supplies and equipment of a varied nature in a department, large bureau, or independent establishment. (IX-16; XV-5.)

Grade XI—Continued.

11. Being responsible for the maintenance and operation of a group of public buildings; directing supervisory and office assistants, mechanics, watchmen, elevator conductors, laborers, janitors, messengers, and other employees in the maintenance and operation of the buildings; preparing estimates for minor improvements, additions, and repairs. (X-20.)
12. Performing the work of a private secretary to the head of a bureau having jurisdiction over a group of major divisions or subdivisions. (VII-27; IX-19; XIII-6.)
13. Under general direction, having administrative control over the clerical force and responsibility for the general business operations of a small independent establishment, or of a minor bureau or division of a department, involving general supervision over all matters relating to the employees of the bureau or division; responsibility for the enforcement of general regulations; supervision over the classification and compilation of estimates of appropriations and general supervision over expenditures from appropriations for contingent and miscellaneous expenses of the bureau or division; and acting as administrative assistant to the head of the bureau or division. (XIII-7; XV-7; XVI-4.)
14. Under general direction engraving on copper plates topographic maps or nautical charts or other similar work where there is much intricate detail, lettering, and similar work; repairing defective and worn plates; changing and making additions to existing plates; giving instructions to and supervising other engravers in advanced work. The work of this group requires thorough accuracy, exceptional skill, and speed in execution. (IV-7; V-25; VII-28; IX-21.)
15. Performing, under direct supervision, assigned professional, scientific, or technical work requiring training and previous experience; being responsible for the conduct of minor specific jobs assigned, or performing professional, scientific, or technical work with a small number of subordinates in accordance with specific directions or specifications.

Examples:

- (a) Preparing detail drawings to conform to general specifications; supervising a group of draftsmen engaged in work requiring skill and experience in working out details but no ability to design; preparing and carrying to completion working architectural or mechanical drawings from detailed specifications. (VI-18; VII-19; VIII-15; IX-18a, 18b.)
- (b) Reviewing the work of medical examiners on pension claims and determining whether medical questions, especially those relating to pathology, have been properly answered, and whether disabilities have been correctly described and properly rated in accordance with existing laws and regulations. (X-16.)

Grade XI—Continued.

- (c) Examining medical evidence to determine the degree of disability of a claimant for benefits under the war risk compensation act. (XIII-4a.)
 - (d) Performing professional work of a routine character, such as searching, interpreting and applying laws, court decisions, or other legal authorities and preparing opinions, briefs, and tentative judicial decisions; preparing pleadings, indictments, or other court papers in connection with suits, or other legal actions; preparing or passing upon the legality or sufficiency of contracts, leases, bonds, and claims. (IX-12, 18d; XIII-4b; XV-4; XVI-2; XVII-1.)
16. Under immediate supervision analyzing consolidated corporation income and profits tax returns not involving a field audit for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (VII-10; VIII-6, 7, 8; IX-5, 6; XV-3.)

Grade XII.

1. Having responsibility for the accounting work of a small Government accounting organization having both field and office operations. (V-11; VI-11; VII-9; VIII-5; IX-3; X-2; XII-2; XIII-1; XV-1, 2; XVI-1.)
2. Having general supervision over a large group of bookkeepers and accounting clerks. (XII-1.)
3. Planning, allotting, and supervising the work of auditing and settling claims and accounts in a division of a departmental auditor's office. (VII-11, 12, 13; VIII-9; IX-4; X-4, 5; XI-1, 2, 3; XIII-2.)
4. Supervising the editing and preparation for printing and the proof-reading of official publications of a department or bureau; consulting with and advising the chief of a department or bureau and others concerning matters of editorial policy, and preparing or supervising the preparation of press material. (V-20; VIII-12; X-9; XIV-1.)
5. Under supervision, constructing, and occasionally suggesting improvements and new designs in instruments of precision, requiring familiarity with practical astronomy, geodesy, hydrography, navigation, magnetism, and surveying generally, in their relation to the observational instruments used, and knowledge of applied physics and optics necessary to assist in the designing of new instruments; doing creative work along these lines, requiring knowledge of materials and instrument-shop practice and executive ability in administering the affairs of a scientific division. (IX-20; X-21; XIV-2.)

Grade XIII.

1. Supervising the operation of an entire system of accounts in a large office and designing and installing new features and procedures for the existing system. (V-11; VI-11; VII-9; VIII-5; IX-3; X-2; XII-1, 2; XV-1, 2; XVI-1.)
2. Directing a large organization consisting of groups of transportation tariff examiners and rate verifiers, and coordinating the methods followed in the work. (VII-11, 12, 13; VIII-9; IX-4; X-4, 5; XI-1, 2, 3; XII-3.)
3. Directing and having independent responsibility for the receiving and paying of money and rendering reports thereof in a Government department or large bureau where the transactions are varied and general in character. (VII-14; IX-22; XI-4; XV-8.)
4. Performing, with or without a small number of trained assistants, under general supervision but with considerable latitude for individual judgment, responsible professional, scientific, or technical work requiring extended training and considerable previous experience; compiling data for special lines of professional, scientific, or technical work; conducting specific tests or investigations in this field.

Examples:

- (a) Reviewing War Risk cases examined by medical examiners and deciding cases pertaining to the reinstatement of policies of insurance. (XI-15c.)
- (b) Searching, interpreting, and applying laws, court decisions, or other legal authorities in the preparation of opinions, briefs, or tentative judicial decisions; preparing pleadings, indictments, or other court papers in connection with suits, trials, or other legal actions; preparing and passing upon the legality or sufficiency of forms of contracts, leases, bonds, and claims; conducting or assisting in the prosecution or defense of suits or trials. (IX-12; 18d; XI-15d; XV-4; XVI-2; XVII-1.)
5. Having general supervision over the personnel office of a large Government organization. (VII-24; IX-14; X-15; XI-9.)
6. Performing the work of private secretary to a department head. (VII-27; IX-19; XI-12.)
7. Under general direction, having administrative control over the clerical force and responsibility for the general business operations of a large independent establishment, or of a major bureau or division of a department, involving general supervision over all matters relating to the employees of the bureau or division, responsibility for the enforcement of general regulations, supervision over the classification and compilation of estimates of appropriations and general supervision over expenditures from appropriations for contingent and miscellaneous expenses of the bureau or division, and acting as administrative assistant to the head of the bureau or division. (XI-13; XV-7; XVI-4.)

Grade XIV.

1. Directing the editorial work of a department or other Government organization in which a large volume of diverse reports, bulletins, circulars, press articles, and other material for publication is produced; supervising the editing, the preparation for printing, and the proof reading of these publications; consulting with and advising the head of the department or bureau and others concerning matters of editorial policy and the need for publications on a particular subject. (V-20; VIII-12; X-9; XII-4.)
2. Designing and constructing instruments of precision requiring thorough familiarity with practical astronomy, geodesy, hydrography, navigation, magnetism, and surveying generally, in their relation to the observational instruments used, knowledge of applied physics and optics necessary to the designing of new instruments, with creative ability along these lines, and knowledge of materials and instrument-shop practice, and acting as administrative head of a group of artisans engaged in making and repairing instruments of this character. (IX-20; X-21; XII-5.)

Grade XV.

1. Supervising and having independent responsibility for the accounting work of an organization requiring extensive accounting operations, principally of a difficult or complicated nature, involving the direction of the accounting work of field officers. (V-11; VI-11; VII-9; VIII-5; IX-3; X-2; XII-1, 2; XIII-1; XV-2; XVI-1.)
2. Under general supervision, designing and installing accounting systems of a complex nature, requiring a full knowledge of accounting theory and practice. (XV-1.)
3. Under general supervision, making a field audit of the books of corporations for the purpose of Federal income-tax laws; analyzing consolidated corporation income and profits tax returns which have been given a field audit for the purpose of determining the taxable income under the Federal income-tax laws and the tax liability. (VII-10; VIII-6, 7, 8; IX-5, 6; XI-16.)
4. Performing, under general administrative supervision, individual and specialized professional, scientific or technical work in a limited field, or having responsibility for the administration of a minor organization doing such work; performing individually or with assistants, difficult specialized work of research, design, or construction in professional, scientific or technical fields.

Example:

Legal work of an important character in the administration of special subjects involving questions of law, evidence and fact, as to the sufficiency or admissibility of evidence; examination of witnesses; arguing cases in court; passing upon the sufficiency of legal documents or of proceedings instituted or of opinions given. (IX-12, 18d; XI-15d; XIII-4b; XVI-2; XVII-1.)

Grade XV—Continued.

5. Having responsible direction and control over extensive purchases of varied materials, supplies, and equipment for an executive department or bureau making purchases on a large scale. (IX-16; XI-10.)
6. Under general direction, determining the need for particular statistical inquiries; having responsibility for the collection and compilation of important statistics; planning the schedules or outlining other means of collecting the information required; devising processes and formulas for tabulation; interpreting and explaining statistical results in tabular, text or graphic form or by oral discussion. (VI-15, 16; VII-18; VIII-14; IX-8.)
7. Under general direction, having administrative control over the clerical force and responsibility for the general business operations of a small executive department, involving general supervision over all matters relating to the employees of the department; responsibility for the enforcement of general departmental regulations; supervision over and responsibility for the proper maintenance and operation of the buildings under the control of the department and direction of the engineers, mechanics, watchmen, and other employees connected with such maintenance and operation; supervision over the classification and compilation of estimates of appropriations and general supervision over expenditures from appropriations for contingent and miscellaneous expenses of the department; and acting as administrative assistant to the head of the department. (XI-13; XIII-7; XVI-4.)
8. Directing and having independent responsibility for the receiving and paying of money in one of the largest Government organizations where the transactions are of great volume and variety; preparing financial statements, estimates for appropriations, and general reports. (VII-14; IX-22; XI-4; XIII-3.)

Grade XVI.

1. Having general supervision over the design and installation of accounting systems of a complex nature, requiring a full knowledge of accounting theory and practice. (V-11; VI-11; VII-9; VIII-5; IX-3; X-2; XII-1, 2; XIII-1; XV-1, 2.)
2. Acting as assistant head of a large professional, scientific, or technical organization, or as head of a small organization of this character; serving as a consulting specialist on important professional, scientific, or technical work; doing advanced research work in these fields; planning, organizing, or directing expeditions or investigations in original research or development work in professional, scientific, or technical fields.

Example:

Directing, supervising, or reviewing the work of attorneys and assistants in the administration of special statutes or groups of statutes on special subjects;

Grade XVI—Continued.

doing original legal work of an important character in the whole field of legal practice involving questions of law, evidence, and fact as to the sufficiency or admissibility of evidence; preparation of cases for trial; conducting cases in court. (IX-12, 18d; XI-15d; XIII-4b; XV-4; XVII-1.)

3. Under general direction, being in responsible charge of and initiating and executing policies for a major administrative division of a department or large bureau.
4. Under general direction, having administrative control over the clerical force and responsibility for the general business operations of one of the largest executive departments, involving general supervision over all matters relating to the employees of the department; responsibility for the enforcement of general departmental regulations; supervision over and responsibility for the proper maintenance and operation of the buildings under the control of the department and direction of the engineers, mechanics, watchmen, and other employees connected with such maintenance and operation; supervision over the classification and compilation of estimates of appropriations and general supervision over expenditures from appropriations for contingent and miscellaneous expenses of the department; and acting as administrative assistant to the head of the department. (XI-13; XIII-7; XV-7.)

Grade XVII.

1. Acting as technical and administrative head of a major organization engaged in important professional, scientific, or technical work covering a large field with a variety of functions, as head of a bureau, or professional adviser to a department head or commission dealing with professional, scientific, or technical problems. (IX-12, 18d; XI-15d; XIII-4b; XV-4; XVI-2.)

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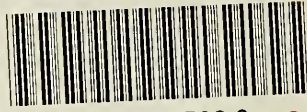
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